

Responsible Office: Headquarters Human Resources Management Division  
Subject: Recruitment (Code CP)



Office of Headquarters Operations

Office Work Instruction

## **Recruitment**

Approved by: \_\_\_\_\_ (Original signed by) \_\_\_\_\_ Date 4/4/01  
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## DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/ Revision/ Canceled)</u>	<u>Document Revision</u>	<u>Effective Date</u>	<u>Description</u>
Baseline		12/10/99	
Revision	A	5/9/00	Changed NASA Logo Sec. 2 Updated Scope and Applicability Sec. 5, 6.1 input – details Recruitment Package to say... Sec 6.7 Changed from “Competitive Process?” to “Rate and Rank” 6.9 added: “...from list?” Sec. 4,5,6,7 Made Quality Records consistent
Revision	B	4/4/01	Sec. 3.20; Corrected title of form NHQ-79 Sec. 3.21 Deleted Form NHQ-149 Sec. 3.26. Correct spelling error Sec. 3.27, Added NHQ DIV Form 829 Sec. 3.35 Added description of PTS database Sec. 5.0. Corrected flowchart Sec. 6.4. Modified to delete Form NHQ-149 Sec. 7.0 Corrected Quality Records

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## 1.0 Purpose

This Office of Headquarters (HQ) Operations office work instruction (OWI) defines the process for recruitment of personnel at NASA Headquarters (except the Office of Inspector General).

## 2.0 Scope and Applicability

This OWI applies to recruitment processes for filling GS/GM civil service positions at NASA Headquarters. This function is the responsibility of the Office of Headquarters Operations, Headquarters Human Resources Management Division. The objective is to hire highly qualified candidates to maintain a level of expertise at Headquarters in all areas. Recruitment is initiated when a vacancy is identified and a HQ organizational office submits a request to fill that vacancy.

## 3.0 Definitions

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|------|--|--|
| 3.1  | <u>Area of Consideration.</u>  | Geographical or other grouping from which selection will be made   |
| 3.2  | <u>Benefits.</u>   | Health and life insurance, Thrift Savings Plan, retirement, annual and sick leave  |
| 3.3  | <u>CA.</u>   | Clerical Assistant – Accepts applications; prepares acknowledgement forms  |
| 3.4  | <u>Certificate of Eligibles under NASA Headquarters Delegated Examining Authority.</u> | List of candidates referred using delegated examining procedures   |
| 3.5  | <u>Classify Position.</u>  | Assign a series, title, and grade to a position  |
| 3.6  | <u>Competitive.</u>  | Advertise for applicants to fill position  |
| 3.7  | <u>Competitive Recruitment Case File.</u>  | Folder established for each competitive recruitment case containing all the quality records pertaining to that recruitment   |
| 3.8  | <u>CPP.</u>  | Competitive Placement Plan; One method used for filling GS/GM positions in the competitive service   |
| 3.9  | <u>Crediting Plan.</u>   | Criteria used to rate and rank applicant   |
| 3.10 | <u>Delegated Examining Authority.</u>  | Process used to bring non-status candidates into the civil service   |
| 3.11 | <u>Final Delegated Examining Rating Sheet.</u>   | Consolidation of panel scores to determine candidates to be referred under delegated examining authority   |
| 3.12 | <u>GM.</u>   | General Management – Pay plan designation for managers/supervisors in grades 13 through 15 under Performance Management and Recognition System. This system has been terminated. However, employees in GM pay plans are not changed to the GS system unless they are reassigned or promoted to a different position. Therefore, although no new GM designations are being made, some employees are still listed in |

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		the GM pay plan.
3.13	<u>GS.</u>	General Schedule – Pay plan designation for positions at grades 15 and below in the competitive service
3.14	<u>Guide to Processing Personnel Actions.</u>	Coding and legal authorities to effect official personnel actions
3.15	<u>HR.</u>	Human Resources
3.16	<u>Job Analysis.</u>	Process for identifying knowledges, skills, and abilities for use in evaluating candidates
3.17	<u>NF.</u>	NASA Form - Designates form used throughout NASA
3.18	<u>NF 692 Position Description.</u>	Official record of series, title, grade, and duties of position
3.19	<u>NHQ.</u>	NASA Headquarters - Designates form used only at Headquarters
3.20	<u>NHQ-79.</u>	Headquarters Delegated Examining, Recruitment and Merit Promotion Announcement – Announcement used for both civil service and non-civil service status candidates
3.21	<u>NHQ-196.</u>	Merit Promotion Plan Certificate of Eligibles – List of candidates referred using competitive placement procedures
3.22	<u>NHQ-197.</u>	Non-Competitive Certificate of Eligibles – List of qualified candidates eligible for non-competitive assignment
3.23	<u>NHQ DIV 766.</u>	Rating and Ranking Consensus Form – Consolidation of panel scores to determine best qualified
3.24	<u>NHQ DIV 767.</u>	Candidate Rating Sheet – Individual panel member's rating of candidates
3.25	<u>NHQ DIV 768.</u>	List of Applications Received – Listing of all applicants for vacancy.
3.26	<u>NHQ DIV 777.</u>	Application Acknowledgment – Form sent to applicants notifying them of status of application
3.27	<u>NHQ DIV 829</u>	Position Change Action Worksheet-Form used to document candidate's basic qualification for a position
3.28	<u>Non-Competitive.</u>	No advertisement required; candidate identified and eligible for non-competitive assignment
3.29	<u>Non-Status.</u>	Candidates with no prior Federal service which would make them eligible for status announcements
3.30	<u>NPPS.</u>	NASA Personnel/Payroll System
3.31	<u>OPM.</u>	Office of Personnel Management
3.32	<u>PA.</u>	Personnel Assistant – Requests release date, processes PCS orders, enters personnel data into NPPS
3.33	<u>PCS.</u>	Permanent Change of Station; process to reimburse employees for relocation expenses
3.34	<u>PMS.</u>	Personnel Management Specialist – Assigns series, title, and grade to position; prepares vacancy announcement; directs

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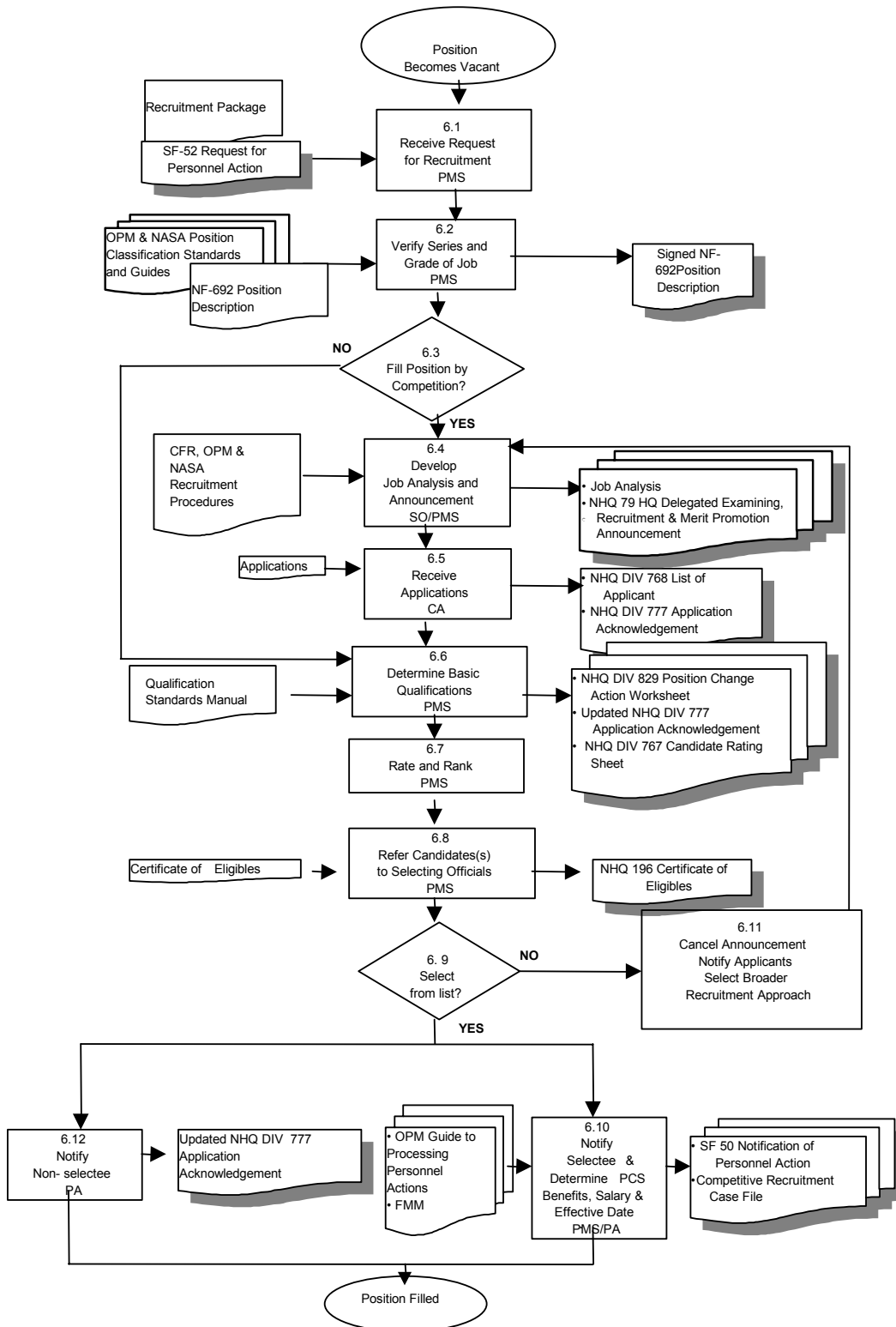
	panel; prepares certificate of eligibles; makes employment offer
3.35	<b>PTS database</b> <b>Personnel Tracking System; used to monitor the status of personnel actions.</b>
3.36	<u>Position Change Action Worksheet.</u> NHQ DIV 829-Form used to document candidate's basic qualifications for a position
3.37	<u>Rate and Rank.</u> Evaluation system used to determine candidates to be referred under competitive placement procedures
3.38	<u>Selecting Official.</u> Official selecting candidate to fill position.
3.39	<u>SF.</u> Standard Form - Designates form used throughout the Federal Government
3.40	<u>SF-52.</u> Request for Personnel Action – Request sent to Human Resources to initiate personnel action.
3.41	<u>SF-50.</u> Notification of Personnel Action – Official action making candidate's selection effective
	<u>SOP.</u> Standard Operating Procedure

#### 4.0 References

- 4.1 NPD 3000.1 – Management of Human Resources
- 4.2 NPG 3300.1 – Appointment of Personnel To/From NASA
- 4.3 NPG 3335.1 – Internal Placement of NASA Employees
- 4.4 NPG 3510.1 – Position Classification
- 4.5 NPG 3530.1 – Pay and Allowance s
- 4.6 Standard Operating Procedure for the NASA Competitive Placement Plan
- 4.7 Delegated Examining Handbook
- 4.8 5CFR – Code of Federal Regulations - Administrative Personnel - <http://www.access.gpo.gov/cgi-bin/cfrassemble.cgi?title=199905>
- 4.9 41 CFR - Code of Federal Regulations - Public Contracts and Property Management [http://www.access.gpo.gov/nara/cfr/waisidx\\_99/41cfrv4\\_99.html#302-1](http://www.access.gpo.gov/nara/cfr/waisidx_99/41cfrv4_99.html#302-1)
- 4.10 Title 5 United States Code - - Government Organization and Employees [http://uscode.house.gov/title\\_05.htm](http://uscode.house.gov/title_05.htm)
- 4.11 Guide to Processing Personnel Actions <http://www.opm.gov/feddata/gppa/gppa.htm>
- 4.12 NPPS User and Operations Guide
- 4.13 Operating Manual - Qualifications Standards for General Schedule Positions <http://www.opm.gov/qualifications/index.htm>
- 4.14 Position Classification Standards <http://www.opm.gov/fedclass/html/gclass.htm>
- 4.15 FMM – Financial Management Manual
- 4.16 Federal Travel Regulations
- 4.17 SOP- NASA Supplement to Competitive Placement Plan

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## 5.0 Flowchart



CHECK THE MASTER LIST at <http://hqiso9000.hq.nasa.gov>  
 TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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## 6.0 Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.0		Position becomes vacant in Headquarters and SF-52 and position description to fill vacancy is prepared.
6.1	PMS	Receives request for recruitment to fill vacancy
6.2	PMS	Verifies series, title, and grade of position using OPM/NASA classification standards. Discusses and makes any necessary changes to the position description with requesting supervisor before Position Description is signed by the PMS, classifier.
6.3	PMS	Fill position by competition? A discussion with the Selecting Official may occur at this point. If yes and advertisement is required, in accordance with guidance in CPP, go to 6.4; if no, and therefore advertisement is not required, go to 6.6
6.4	PMS	Develop job analysis, identifying knowledge, skills, and abilities for use in evaluating; draft vacancy announcement (NHQ-79 ). Discuss draft and recruitment approach/process with Selecting Official (i.e., area of consideration, grade levels, opening/closing dates, etc.). Discusses with the Selecting Official the screening or rating/ranking processes; obtains necessary evaluation criteria/crediting plan. Finalizes job analysis and vacancy announcement and ensures that announcement is distributed.
6.5	CA	Receives applications, date stamps and maintains list of applicants (NHQ DIV 768). Prepares acknowledgement form (NHQ DIV 777) to inform applicants of the status of their application. Provides finalized list of applicants to the PMS upon the closing of the vacancy announcement.
6.6	PMS	Determines basic qualifications of applicants using OPM Qualification Standards Operating Manual. Update acknowledgement form and provide to CA for mailing.
6.7	PMS	Rate and rank as determined in Step 6.4. (In consultation with selecting official and in accordance with CPP, we determine if a rating panel will be used to rate/rank (NHQ DIV 766 and NHQ DIV 767) the applications.)
6.8	PMS	Refer candidates to selecting Official after evaluating the degree to which the candidates possess the specified knowledge, skills, and abilities, and after all rating/ranking processes have been completed. Develops the certificate(s) of eligible candidates (NHQ-196 and/or NHQ-197) and provides to the Selecting Official. Discusses the certificate(s) with the Selecting Official and provides guidance on interviews and completion of the certificate.
6.9	PMS	Will candidate be selected from list referred? If YES, interviews candidates and determines whether to make a selection from the certificate(s) provided. Designees and/or a panel may conduct interviews. If yes and a selection is made, go to 6.10 and 6.12; if

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no selection is made, go to 6.11.

- 6.10 PMS Notifies selectee; obtains necessary personnel data in order to determine PCS benefits (as cited in FMM and Federal travel regulations), salary, health/life benefits, etc; determines effective date of appointment; provides necessary paperwork to the Security Office; inputs data into the NPPS system using the OPM Guide to Processing Personnel Actions and the NPPS User and Information Guide in order to produce an SF-50.
- 6.11 PMS Cancels announcement after discussion with selecting official and notifies applicants as to the status of the vacancy. Select a broader recruitment approach and return to 6.4 and complete steps for re-advertising the position.
- 6.12 PMS Notify non-selectees of decision and update applicant acknowledgement form  
 Position filled

## 7.0 Quality Records

<u>Record Identification</u>	<u>Owner</u>	<u>Location</u>	<u>Record Media: Electronic or Hard Copy</u>	<u>Schedule Number and Item Number (NPG 1441.1)</u>	<u>Retention/Disposition</u>
SF-52 (Request for Personnel Action)	Code CP	Official Personnel Folder	Hard Copy	Schedule 3.2	Destroy upon separation or transfer of employee
Signed Position Description	Code CP	Organization Position Description Book	Hard Copy	Schedule 3.41.A	Destroy 2 years after position is abolished or description superseded
Job Analysis	Code CP	CPP/Del Exam Folder	Hard Copy	Schedule 3.12	Retain on-site within the Personnel Office and destroy when 2 years old
NHQ 79 HQ Delegated Examining, Recruitment and Merit Promotion Announcement	Code CP	CPP/Del Exam Folder	Hard Copy	Schedule 3.12	Retain on-site within the Personnel Office and destroy when 2 years old
NHQ DIV 768 List of Applications	Code CP	CPP/Delegated Examining Folder	Hard Copy	Schedule 3.12	Retain on-site within the Personnel Office and destroy when 2 years old
NHQ DIV 777 Application Acknowledgement	Code CP	CPP/Delegated Examining Folder	Hard Copy	Schedule 3.12	Retain on-site within the Personnel Office and destroy when 2 years old



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NHQ DIV 829 Position Change Action Worksheet	Code CP	CPP/Dele- gated Exam- ining Folder	Hard Copy	Schedule 3.12	Retain on-site within the Personnel Office and destroy when 2 years old
NHQ DIV 767 Candidate Rating Sheet	Code CP	CPP/Dele- gated Examining Folder	Hard Copy	Schedule 3.12	Retain on-site within the Personnel Office and destroy when 2 years old
NHQ 196 Certificate of Eligibles	Code CP	CPP/Dele- gated Examining Folder	Hard Copy	Schedule 3.12	Retain on-site within the Personnel office and destroy when 2 years old
SF-50 Notification of Personnel Action	Code CP	Official Personnel Folder	Hard Copy	Schedule 3.1.A&B	Retain on-site within the Personnel Office until employee is transferred or separated.  Transferred employees – See 5 CFR, Part 293, Subpart C  Separated employees – Transfer folder to National Personnel Records Center, St. Louis, Mo., 30 days after separation. NPRC will destroy 65 years after separation from Federal service
Competitive Recruitment Case File	Code CP	CPP/Dele- gated Examining Folder	Hard Copy	Schedule 3.12	Retain on-site within the Personnel Office and destroy when 2 years old